



APPROVED: January 26, 2016

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

December 1, 2015

MINUTES

Board members present: Rosemary Bennett, Kim Brown, Jean Gritter, Randy Peckham, Anne Taleff and Georgiann Wheeler

Board members absent: Arwen McGilvra

Staff present: Ed Gallagher, Library Director and Sheena Dickerman, Administrative Assistant I

Other: Friends of the Library President Colleen Keller

CALL TO ORDER

Board Member Georgiann Wheeler called the meeting to order at 5:07 p.m.

APPROVAL OF October 27, 2015, MINUTES

Board Member Randy Peckham moved to approve the minutes as written. Board Member Rosemary Bennett seconded the motion and it passed 4-0.

PUBLIC FORUM

Friends of the Library (FOL) President Colleen Keller shared that the November book sale at the Linn County Fair Grounds netted \$5,037. She added that their program on December 11, 2015, is an original one-act play performed as a reader's theater. There will be seven participants and it is a comedy based on global climate change. Leslie Hogan and Jane Donovan are two well-known participations that will be performing.

The Uncorked event will take place in February and Jacopetti's will be doing the catering. There has already been a donation for two nights at OverLeaf Lodge.

Board Member Kim Brown arrived at 5:09 p.m.

Library Director Ed Gallagher asked if there were enough volunteers that helped with the book sale. Peckham replied yes. Wheeler commented that she had attended the pre-sale for members. Bennett expressed concern that the leftover books were being recycled rather than reused. Gallagher affirmed that there were quality books left and to think about another step on how to utilize them, an example would be to offer them to smaller libraries. Meals on Wheels and Altrusa had an opportunity to take books after the sale before they were recycled. Others agreed it was a good idea to offer the books leftover from the sale to other groups or organizations.

Board Member Jean Gritter arrived at 5:12 p.m.

MANELA INVOICES

Brown moved to approve the manila as presented. Gritter seconded the motion and it passed 6-0.

LIBRARY FOUNDATION

Bennett read the Foundation minutes from the November 10, 2015, meeting (see agenda file).

Bennett added that there was discussion about getting the three boards (Foundation, FOL, and the Board) together in the near future.

LIBRARY DIRECTOR

Gallagher added that The Bug Chicks program that had come to Carnegie was a success; staff had to turn away people.

The Foundation will fund staffing for the Carnegie Library to be open on Saturdays. It would be open during the Saturday Market Hours. Discussion followed regarding the Saturday Market.

Gallagher mentioned The Dolly Parton Imagination program. The Foundation will not participate in funding this first year but will watch to see how it goes. There are over 600 children signed up in Albany. The first book is *The Little Engine That Could* by Watty Piper. The first book is a board book and appropriate for all the ages. This has been a great partnership with United Way and the rotary clubs. Gritter mentioned that the Greater Albany Public School District (GAPS) has a new electronic flyer program at the schools and if there was a Dolly Parton flyer available she could send it out. Gallagher will get a flyer to her.

Gallagher mentioned that the staff would have a staff holiday party on Thursday. He is working on replacing one of the library aides that took a job in Los Angeles. He shared that he is recommending reclassifications for a portion of the staff. Currently, there are 10 library aides; aides cannot work reference. One reclassification will be for an employee that has a Masters in Library Science. The reclassifications will need to go before the City Council because it is a budget change. He added that Senior Library Assistant Debra Shadle will be retiring in May. Her salary should help cover the changes. The idea is for the reclassification changes to take place in January. He commented that there are plenty of employees who could retire at any time.

OLD BUSINESS

Gallagher shared that the Passport program's three year trial ends this month. It has worked well throughout the state. Gallagher asked if the Board would like the Library to continue the Passport program. Many libraries have informally agreed to voluntarily continue it; this will require some intergovernmental agreements and terms to be written up. The City Council will have to sign off on it. Wheeler asked if it was possible to check a book out at one library and return it to another library yet. Gallagher replied no, not at this time. It may eventually get to that point. The Passport program will not be statewide.

Brown moved to continue the Passport program through June 2017. Peckham seconded it and the motion passed 6-0.

Gallagher added that Albany has a grant for the Linn Benton Consortium for a courier system. This will be set up for the libraries involved (Scio, Linn-Benton Community College, Sweet Home, Harrisburg, and APL), and doesn't include Lebanon, at this time. Brown asked if there was a fee to pay into the program. Gallagher replied there was no fee. The grant for the courier goes through June 2017. Hopefully funds can be found at the County level to help it continue past 2017.

NEW BUSINESS

Board Member Anne Taleff asked about a patron that owed the Library over \$400 and does not have plans to do anything about it. She asked how someone could have such a large amount of overdue items and if there was a program or a payment plan. Gallagher explained that the Library blocks a patron if their fines and fees exceed a certain amount. If a person checks out a large amount of books, movies, and books on tape the fines can add up quickly. A five disk television (TV) series can be \$80 plus. Multiple notices are sent out to the patron. The Library does have a contract with a collection agency, Unique, and they work with libraries in helping get materials returned. They are polite but aggressive. Staff have been talking about limiting movies check outs to five. If a person comes and checks out 10 popular TV series and keeps them it could easily be over \$400. The Library keeps a file on patrons that owe a large amount and since 1999; there have been approximately 20 patrons that have had fines \$400 or above. Usually the large fines are an accumulation of plastics.

Keller asked what the cost of the collection agency was. Gallagher explained that if a person was sent to collections that Unique adds their fee to the patron's bill. He will bring a copy of Unique's report to the next meeting. He added that he has gone to patrons' houses to request items. Staff continues to have dialogues with the patrons and try to work with them. Fees have been waived when items have been returned. The Library wants the items returned, it is not about money. He praised Debra Shadle's organization and ability to work with patrons regarding these issues.

NEXT MEETING DATE: January 26, 2016

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Signature on file

Sheena Dickerman
Administrative Assistant I

Signature on file

Ed Gallagher
Library Director